

Forest Certification Work Instruction**Date of Draft Document:****Effective Date:** August 5, 2005**Revision Number:** 1**Supersedes Version Dated:** June 20, 2005

Work Instruction Title: 3.2 Best Management Practices Non-Conformance Reporting Instructions**Work Area Group:** 3 - BMP

Purpose: To encourage, capture, and respond to public and internal reporting of BMP problems.

Work Instruction:

DNR employees are required – and other citizens and visitors are encouraged – to watch for and report BMP problems in State Forests (see water quality management practices checklist). Reporting responsibilities include water quality and site productivity issues. Employees should endeavor to monitor problem-prone areas on a systematic basis.

Public reports should be received and recorded at any DNR office and directed to the local FMFM office for archiving and response. Additionally, private citizens may report BMP problems through a DNR website (under development), or by using a toll free telephone number (1-800-474-1718). Contact information for public reporting will be made available to the public in appropriate manners. Information that applies to other than State Forest land should be referred to the appropriate landowner or other responsible party.

DNR employees must report problems using a non-conformance report form. This information will be sent to the FMFM Unit Manager who is responsible for the site. The Unit Manager is responsible for recording and tracking all BMP problems reported.

Information reported should include:

- Date of observation
- Name of reporting person
- Phone number and/or email of reporting person
- Weather conditions at time of observation
- Exact location of the problem, with latitude and longitude, if possible
- Name of the wetland water body affected, if available
- Name of the road or trail involved, if available
- Nature of problem
- Seriousness of the original problem (urgent, high, medium, low)
- Immediate action taken to correct the problem, if any
- Remaining seriousness of the problem (urgent, high, medium, low, none)
- Suggested additional action needed

This information should be entered into an office or FMU-level database in a format that includes a unique identifier to each report and which can be summarized at the State-level for budgeting, planning, and

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management review purposes. This database should also include fields for estimating the cost – as well as for tracking the funding and completion – of needed repairs. Records should remain in the database indefinitely. This database should be GIS-compatible, and OI stand examiners should report BMP problems using this work instruction, and refer to this database for including BMP problems on compartment maps and prescribing treatments for consideration in the compartment review process.

The Unit may employ procedures to close roads temporarily due to weather events, public safety, or seasonal use (see road closure work instruction). The Unit may also employ procedures to close roads permanently (see road closure work instruction).

Scope: (All State Forest Land and Affected Divisions): ☒ State Forest Land ☐ Other: _____

☒ DNR – FMFM ☒ DNR – Wildlife ☒ DNR – Fish ☒ DNR – Law ☐ DNR – Parks

Responsibility and Role: (Staff who will implement or supervise this instruction)

Job Title/Division	Role
DNR Staff finding BMP problem	Record problem on non-conformance report
Staff taking report from public or other staff	Record problem on non-conformance report
Unit Manager / FMFM	Ensure that reporting occurs and maintenance of tracking database

Training/Skills: (Those required to accomplish work instruction)

Item	Brief Description of Skill or Course	Exists/ New
BMP training	identification of BMP problems & their remedies; include BMP recording training	<input checked="" type="checkbox"/> E <input type="checkbox"/> N
BMP recording	For all staff that may be receiving a telephone report	<input type="checkbox"/> E <input checked="" type="checkbox"/> N

References:

- Federal: Section 319 of the Clean Water Act, Coastal Zone Management Act of 1972 as amended in 1996.
 - State: Natural Resources and Environmental Protection Act of 1994; part 91, Soil Erosion and Sedimentation Control; and part 301, Inland Lake and Streams.
 - DNR Policy: Sale and Removals of Timber, policy and procedure No. 251 as approved March 1, 2000.
 - DNR Operational Guidelines: DNR/DEQ Water Quality Management Practices on Forest Land/Forestry Best Management Practices Manual.
 - DNR Riparian Management Zone guidelines.
 - Operation Inventory Manual.
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Monitoring:

- Water Quality Management Practices Non-conformance Report Form.
 - BMP Tracking Data base, or Tracking Spreadsheet
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Records:

- Water Quality Management Practices Non-conformance Report Form.
 - BMP Tracking Spreadsheet
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